

EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)

Safehaven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safehaven location. Note: There can be only one First Evacuee at each Official Safehaven (see reverse of this page for details).

City _____ County (U.S. only) _____ U.S. State or Country _____

Safehaven Lodging (“L”) \$ _____ Meals & Incidental Expenses (“M&IE”) \$ _____ Safehaven Advance Received \$ _____

The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate Days 1 through 30	Commercial Rate Days 31 through 180
First Evacuee (may be either employee or family member)	100% x L = _____ 100% x M&IE = _____	100% x L = _____ 80% x M&IE = _____
Each additional evacuee 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each additional evacuee under 18	50% x M&IE = _____	40% x M&IE = _____
SPECIAL FAMILY COMPOSITION CONSIDERATION (Check Only One) _____ First Evacuee plus one (non-spouse/non-domestic partner family member, age 18 and older). _____ First Evacuee plus one (non-spouse/non-domestic partner family member of opposite gender, age 12 and over). _____ First Evacuee plus two (one non-spouse/non-domestic partner family member, age 18 and older; or one non-spouse family member, opposite gender, age 12 and older). _____ First Evacuee plus three (one non-spouse/non-domestic partner family member, age 12 and over). _____ First Evacuee plus four or more family members. NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, D.C. 20522-0103. See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.		

The “non-commercial” rate will apply for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180
First Evacuee (may be either employee or family member)	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each additional evacuee 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each additional evacuee under 18	50% x M&IE = _____	40% x M&IE = _____

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Additional Evacuation Payments

- ✓ In addition to SEA payments, a transportation allowance may be paid as follows: \$25 per day, regardless of family size. **LIMITATION:** The transportation allowance may not exceed \$25 per day per family and may be paid at only one safehaven even if evacuees from the same family are at two different safehavens.
- ✓ An air freight replacement allowance may be paid if air freight was not shipped **FROM** post. Employees and evacuated family members will still be eligible to ship air freight **BACK TO** post. Amounts are: \$250 for first evacuee only; \$450 for first evacuee and one family member; \$600 for first evacuee and two or more evacuated family members. If evacuees are at two safehavens, there can be a first evacuee at each safehaven when calculating the air freight replacement allowance [see examples at DSSR 631a(3)].

Internet Sources for All Per Diem Rates

--48 states and DC (continental US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be standard CONUS rate) <http://www.gsa.gov/portal/category/21287>
--Non-Foreign, outside continental US = DOD <http://www.defensetravel.dod.mil/site/perdiem.cfm>
--All Foreign Locations = STATE http://aoprals.state.gov/web920/per_diem.asp

Basic rules for determining SEA payments

Safehavens are designated by the Secretary of State and may include (1) U.S. and/or foreign safehavens (DSSR 614a) as well as (2) alternate safehavens (DSSR 614c). It may be necessary to designate more than one official (U.S. and/or foreign) safehaven (DSSR 610I). If you are at your U.S. or foreign safehaven, SEA is calculated using the per diem rate for your safehaven. There can be only one first evacuee at each U.S. or foreign safehaven (except married couple employees or domestic partnership employees may each be calculated as first evacuee). The official safehaven of the first evacuee is used to determine payments for all evacuated family members at that safehaven. Example: Employee (designated as first evacuee) is at the U.S. safehaven (and physically located in Washington, D.C.) and family members are at the U.S. safehaven (and physically located in Iowa), payments for employee and family members would be calculated based on the per diem rate for Washington, D.C. (location of the first evacuee). If family members are at an alternate safehaven, SEA is calculated using the LOWEST of the per diem rates for the following: (a) official (U.S. or foreign) safehaven; (b) alternate safehaven; or (c) Continental U.S. (CONUS) [as of 10-01-12, that is \$123 (\$77 for lodging; \$46 for M&IE)]. Restriction: If there is a first evacuee at either a U.S. or foreign safehaven there cannot also be a first evacuee at the alternate safehaven for SEA payments. The SEA in this case would be calculated using the formula for "each additional evacuee" using the lowest of the above per diem rates.

Commercial Rate

Commercial Rate is based on first evacuee's safehaven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room taxes for CONUS or non-foreign, outside CONUS safehaven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safehaven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount, no itemization, no receipts required and is based on the first evacuee's safehaven location (see restriction above for evacuees at an alternate safehaven).

First evacuee may be reimbursed for actual expenses up to 50 percent above this lodging maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safehaven lodging rate and special consideration counts only evacuated family members residing at first evacuee's safehaven location. Examples of maximum reimbursement when applying 50 percent above maximum: (1) If first evacuee's safehaven lodging rate is \$150, maximum reimbursement for family lodging will be \$225 per day. (2) If first evacuee's safehaven lodging rate is \$100, maximum reimbursement for family lodging will be \$150 per day.

Non-Commercial Rate

Non-commercial rate is based on first evacuee's safehaven location. Lodging and M&IE components are flat amounts. Receipts are not required.